



Workplace Health Plan
For
Influenza Pandemic

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Background

1.1 : About Influenza and Influenza Pandemics

Influenza can cause mild to severe illness and usually starts suddenly.

Common symptoms include:-

- Fever – (Usually high and lasting 3 to 4 days)
- Headache (Often Severe)
- Aches and Pains (Often Severe)
- Fatigue and Weakness (can last 2 to 3 weeks)
- Extreme Exhaustion (Very Common at the start)
- Stuffy nose, sneezing, sore throat
- Chest Discomfort and Cough
- Nausea and Vomiting
- Diarrhoea (in children)

A lot of different illnesses, including the common cold can all have similar symptoms and whilst people recover from influenza without complications some people with certain health conditions are at higher risk for serious complications from influenza.

A highly infectious disease, influenza is directly transmitted from person to person primarily when people infected with influenza cough or sneeze.

Because the virus in droplets from coughs and sneezes can survive for 24/48 hours on hard non-porous surfaces and for 8/12 hours on cloth, paper and tissue and for 5 minutes on the hands, it can also be transmitted indirectly when people touch contaminated hands, surfaces and objects.

The incubation period for influenza is from 1 to 3 days. People with influenza are infectious and able to transmit the virus for up to 24 hours before symptoms appear. Adults are infectious for 3 to 5 days after symptoms appear while children remain infectious for up to 7 days after Symptoms appear.

1.2: Influenza Comparison Table

Is it Influenza, a cold or “stomach Flu”			
Symptoms	Influenza	Common Cold	Stomach Flu
Fever	Usually High	Sometimes	Rare
Chills,Aches,Pains	Frequent	Slight	Common
Loss of Appetite	Sometimes	Sometimes	Common
Cough	Usual	Sometimes	Common
Sore Throat	Sometimes	Sometimes	Rare
Sniffles or Sneezes	Sometimes	Common	Rare
Involves whole body	Often	Never	Stomach/bowel only
Symptoms appear quickly	Always	More Gradual	Fairly quickly
Extreme Tiredness	Common	Rare	Sometimes
Complications	Pneumonia	Sinus/Ear Infections	Dehydration

Communication

2.1 : Planning Responsibilities - Business to Employees, Subcontractors and Clients

To reduce the impact of a Pandemic on the day to day operations of Mission Interior Contracts, its employees, valued customers, suppliers and the general public it is important to assess continuity planning.

Proper planning will enable better protection for all of the above areas and prepare for changing patterns of commerce and potential disruptions in supplies and or Services.

In developing a Workplace Health Plan areas of assessment will include:-

- Preparation and planning for continued operation with a reduced workforce.
- Working with clients and suppliers to ensure provision of services.
- Identification of possible exposure levels.
- Identification of business-essential positions.
- Recognition that in the course of normal daily life, people will have occupational risk factors at home and in the community settings which should be reduced to the extent possible.
- Planning for stocks of cleaning supplies, sanitizers, Health and Safety notices.
- Develop and plan policies which distance employees from each other during Pandemic periods.
- Plan training, education and informational material relating to Pandemic Health and Safety including PPE equipment to be used in the workplace and hygiene practices to include cough etiquette to reduce the chances of spreading the Pandemic.
- Evaluation of non essential travel to location with high illness transmission rates.

Within Mission Interior Contracts Limited, we have already undertaken steps to cross train wherever possible to ensure that we have the adequate resources necessary to maintain service levels to our valued clients.

With particular emphasis regarding sub contractor staff, Mission Interior Contracts Limited incorporates within its Supplier Appraisal Documents assessment of structure to ensure that as a Company we are not labour reliant. Mission Interior Contracts undertakes to carry out regular review of nominated sub contractor teams to ensure our teams meet given criteria which requires Contractors to have in place their own Continuity Plan in the event of a Pandemic event and can therefore continue to provide continuation of service.

Containment Activities

3.1 : Reducing the Risk of Infected Persons Entering the Site

Collectively we all need to work responsibly to ensure virus containment when working during Influenza Pandemic Periods.

During Contract Works undertaken by Mission Interior Contracts the Pandemic Response Team will be responsible for Health and Safety in this particular area in respect of working practices for employees and subcontractors.

Mission Interior Contracts Ltd will recommend that any workers who appear to have an influenza-like illness upon arrival on site or becomes ill during the day will be promptly asked to refrain from site until at least 24 hours after they are free of any signs of fever, coughing and sneezing without the use of medications.

Detailed information will be forwarded to employees and sub contractors as to where they can obtain advice regarding symptoms and treatment and monitoring of Progress once infection has taken place will be carried out and logged.

In the event of a Pandemic Influenza outbreak, Notices will be erected around the workplace which details hand and hygiene protocols to help prevent infection and the spread of influenza and other pandemic illnesses. Clinell Hand and Surface Sanitser Kits will also be made available on site to our personnel.

3.2 : Social Distancing

Social Distancing is a strategy used to limit the frequency of close contact and interaction between people.

Where possible and practicable, consideration will be given to the following to contain the spread of Pandemic Influenza.

- Avoidance of Training Classes or other activities during or after work that require close contact with other people.
- If person to person contacts/meetings are unavoidable, people should try to ensure they stay 1 metre apart in order to avoid virus transmission.
- To the extent possible, avoid meeting people face to face. Use the telephone, email, internet, video conference instead.

3.3: Cleaning

During an influenza pandemic, the Company will focus on office, workspace and facility cleaning including:-

- Clean telephone sets and where applicable, mobile phones.
- Regularly clean all common areas, counters, desk tops, door handles, railings, sinks, washroom utilities.

3.4: Personal Hygiene

Hand Hygiene is the single most important measure to reduce the risks of transmitting infection from one person to another.

Hand Washing with soap and water and/or alcohol-based hand sanitizer should be performed regularly.

Hand washing and drying should always be done after coughing, sneezing or handling used tissues or after touching objects, materials or hard surfaces that may have been contaminated by someone else with the infectious illness.

Always:-

- Cover nose and mouth when sneezing and coughing, preferably with a disposable single tissue.
- Immediately dispose of used tissues.
- Adopt good hand hygiene practices, particularly after coughing, sneezing or using tissues.
- Keep hands away from the mucous membranes of the eyes, mouth and nose.



3.5: Managing Cases at Work

Notices will be issued to all employees and subcontractors advising that they should refrain from work if they suspect they have symptoms of influenza.

Detailed information will be forwarded to employees and sub contractors as to where they can obtain advice regarding symptoms and treatment to include:-

Find swine flu information

0800 1 513 513 – National Pandemic Flu Help Line

<http://www.nhs.uk/AlertsEmergencies/Pages/Pandemicflualert.aspx>

Mission Interior Contracts will continue to monitor employee's and sub contractors health progress. Once infected with the influenza virus, monitoring will be carried out and logged to enable tracking of numbers of our employees and sub contractors absent due to influenza.

This procedure is to include multi site tracking to closely monitor if a particular project site is experiencing a higher "break out" of the virus than others. In ascertaining this information we can work with clients and sub contractors to evaluate any necessary action for virus containment.

4.1: Critical Functions

Within Mission Interior Contracts we have undertaken cross training in the majority of skills required to enable the Company to continue to function during a Pandemic Influenza period.

Mission Interior Contracts adopts a process of continued cross training for Critical Impact areas of the business as follows:-

4.2: Specific Impacts

Project Management

Alan Line: Project Management, On Site Quotations, Construction Design Management Procedures.

In evaluation of this role we have established that there are several options available Should it become necessary to effect a quarantine situation during which Alan Line Would temporarily refrain from client site visits should he be diagnosed with a

Pandemic infection.

Continuity Planning

To enable continued working during a period of infection, the following would be effected:-

Temporary Site Project Cover to be provided by:
Keith Tallett and or Adrian O'Donnell

To also provide continued contact and project cover during the period Alan Line will provide continued Service from home to include:-

- Continued mobile contact with clients, sub contractors and Mission Interiors office staff.
- Infrastructure have been put into effect to ensure that connection to the main company server files, emails, Construction Design Management Files can all be accessed from home PC Systems. This will enable business as usual from a home environment.
- Video and Mobile Conferencing

Finance, Supplier & Subcontractor Payments, Employee Payroll

If the Company's Infrastructure is affected Mission Interior Contracts Limited would enable continuation of service with respect to the above administrative procedures.

Cross training which has already taken place enables several of our internal administration staff to carry out the above tasks.

We have also ensured that home PC's for two of our most senior personnel have been configured to allow access to Company Servers to enable checking of all inbound Company emails.

Remote Access is also provided to all Accounts and Purchasing Files to enable raising of purchase orders, quotation issue, Construction Design Management Documents – all these areas can be accessed and processed remotely from employees home's to ensure continuity of service levels.

Mission Interior Contracts banking systems incorporate Lloyds TSB Corporate Internet Banking. The Banking system can be accessed remotely from home computers if necessary to enable continuity of critical Supplier and Sub Contractor Payments and Employee Payroll. Mission Interior Contracts payment systems can be fully automated therefore allowing critical payments to continue automatically.

4.3: Organisational Mitigation Strategies

Where possible Mission Interior Contracts Ltd will adopt a pro-active approach to working with its valued clients, employees and sub contractors to ensure continuity of service during a Pandemic Influenza period.

Mission Interior Contracts Ltd will work compassionately in situations which may arise during the Pandemic, in close consultation with Directors of the Company and our valued clients, whilst ensuring that the Project requirements of our clients are fully achieved, consideration will be given to the following areas:-

- Working schedule changes
- Temporary reduction of worker hours to reduce fatigue during recovery
- Other factors which may affect employees ability to get to work such as school dismissals or closures due to high levels of illness in children

Mission Interior Contracts Ltd will use all best endeavours to ensure clear and concise communication with our valued clients, employees, suppliers and sub contractors regarding implementation of policies to reduce the spread of Pandemic Influenza giving the following specific considerations:-

- Suggestion that all employees, suppliers and sub contractors prepare and explore resources available at www.pandemicflu.co.uk
- Mission Interior Contracts Ltd to ensure that our organisation has up to date contact information for our employees and sub contract staff, including where applicable names of family members, home addresses, mobile telephone numbers, email addresses and emergency contact details.